



**BOYS & GIRLS CLUBS
OF LOWER BERGEN COUNTY**



PARENT/GUARDIAN HANDBOOK

ALL PARENT/GUARDIANS MUST ACKNOWLEDGE THAT THEY HAVE RECEIVED THIS HANDBOOK.

Welcome to the Boys & Girls Clubs of Lower Bergen County

At the Boys & Girls Club, we provide those youth that need us most with a safe place to learn and grow with caring adult professionals. We serve youth from Pre-k-12th grades offering a variety of programs with a purpose is to meet the interests and needs of the students and families we serve.

Our programs range from clubhouse to school-based programs with the areas of emphasis being academic success, good character and citizenship, and healthy lifestyles. We strive to work closely with our students, parents, community, and stakeholders to cultivate programs that are representative to the age groups and communities we serve.

Our staff is composed of various community members that can include, school-day teachers, paraprofessionals, college students, and more. All staff must adhere to our training requirements that include at least 12 hours of training annually. Additionally, we aim to maintain low staff-to-student ratios to provide superior supervision.

Our leadership team	Role	Contact information
Joseph J. Licata	Chief Executive Officer	JLicata@bgclbergen.org 551.341.6193
Michael Moro	Chief Operating Officer	MMoro@bgclbergen.org 551.341.2935
James Castillo	Chief Impact Officer	JCastillo@bgclbergen.org 551.341.6118
Laura Marquez	Lodi Program Director	Laura.marquez@bgcoflodi.org 551.341.6204
Maria Torres	Hackensack Unit Director	MTorres@bgclbergen.org 862.354.7453
Kiersten Jones	LEAP & WAZE Program Director	KJones@bgclbergen.org 551.341.6210
Nicole Rossi	CAAP & ACE Program Director	NRossi@bgclbergen.org 862.354.7501
Sonia Verdade	SBJC Program Director	Sonia.Verdade@bgcoflodi.org 551.341.6214

Table of contents	Section
Program plan	1
Individuals with Diverse Needs	2
Food and Nutrition	3
Emergency Closings/ Evacuations. ETC.	4
Parents/ Guardians	5
Miscellaneous	6
Social Media Policy	7
Philosophy on Discipline	8
Expulsion	9
Medication	10
E-Childcare Policies & Procedures	11
Lodi Clubhouse	12
Hackensack Clubhouse	13

LEAP (Thomas Jefferson Middle School) WAZE (Wallington Jr. Sr. High School)	14
CAAP- Hackensack Middle School	15
ACE – Hackensack Elementary Schools	16
BGC at SBJC – South Bergen Jointure Commission Maywood Campus	17
Health & Wellness Team	18
Policy for On-Site and Off-Site Swimming	19
NJDCF information to parents	20
COVID Policies and procedures	21

Program Plan - 1

Mission of the Boys & Girls Clubs of Lower Bergen County

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Goal of the Boys & Girls Club:

- To provide a structured, safe, and fun environment, where all members can be engaged in activities that meet each of their needs and interests.

Program Goals of the Boys & Girls Club

- Physically and emotionally safe and sanitary environment.
- Promote adopting a healthy lifestyle by partnering with the Community Foodbank of NJ and its Kids' Café Program.
- Nurturing and being emotionally supportive for children.
- Meeting the needs of all youth, including those with special needs, when possible.
- Encourage independence according to each youth's needs.
- Provide opportunities for youth to have quiet time, art education, recreational games, academic enrichment, impactful programming, exercise, and cultural awareness.
- Promote self-discipline and guidance
- Allow interaction with people of diverse backgrounds, ages, abilities, and cultures.
- Provide a balance of youth-directed and staff directed activities

To provide experiences, interactions, and activities to aid each youth's development in the following areas:

- Social
- Emotional
- Cultural
- Creative
- Nutrition, self-care
- Fine/Large Motor Skills
- Cognitive thinking
- Problem Solving / Conflict resolution

To provide staff that will:

- Treat youth with dignity and respect
- That is educated, consistent, well trained and patient
- Utilize developmentally appropriate methods in response to youth's behaviors
- Respect youth as individuals
- Understand that physical abuse, verbal abuse, or neglect of any individual within or outside the BGC is strictly prohibited.

To encourage open, frequent communication between parents and staff by.

- Sending monthly newsletters / Emails.
- Inviting parents to view student showcases.
- Providing verbal incident and behavior reports when necessary.

Individuals with Diverse Needs- 2

All children are unique. All children have diverse needs. The BGC will work to include all children in our program pursuant to the ADA act. Unfortunately, our staff and resources do not allow us to keep all youth in our program. Moreover, it would be detrimental to the children we serve as well as those children, that we may ask your child to leave our program to offer services that we cannot serve competently, properly, or adequately. Therefore, the BGC has adopted the following policy.

- The parent/guardian is responsible for arranging a meeting with the Program Director prior to registration to discuss the youth's unique needs. If the Program Director feels that the Club can adequately serve the youth, the family will be allowed to register the youth.
- If the youth has been registered in our program and **1)** it is later determined that the child should not be in the program **2)** it is later determined that we cannot competently, properly or adequately meet the needs of such youth or **3)** it is later determined that such child's enrollment in our program poses an unreasonable risk of emotional or physical harm to our staff or other children enrolled in our program, then the Youth Development Professional or other staff having knowledge of the forgoing shall communicate such facts with the Program Director. The Program Director or designee shall conduct an appropriate investigation and refer the matter to the CEO who in turn shall make the final determination.
- If children are dismissed from our program based on this policy, this fact shall be communicated orally to the parent or guardian by the Program Director. The Program Director shall take the opportunity to explain why the youth was dismissed from the program and explain to the parent how our current discipline and positive guidance policies and procedures were followed. The Director shall confirm his/her conversation in writing and provide the parent or guardian with a copy of this policy.
- Any decision approved by the CEO pursuant to this policy shall be final. There is no right of repeal. No youth who has been removed from this program shall later be accepted into our program without the expressed written permission of the CEO.

Specialized care admission procedures shall include:

1. A written plan of communicating with the child for the duration of the child's enrollment.
2. A copy of your child's IEP, 504 Plan, or behavior plan.
3. A trial attendance period for each child not to exceed six (6) weeks to evaluate the appropriateness of the program, adequacy of the physical site, and compatibility of the child with the program

Food and Nutrition- 3

All children who attend our in-person program are provided with nutritious meal/snack. This snack/meal is provided by USDA guidelines and outlined meal pattern. This is offered in collaboration with the Community Foodbank of New Jersey or other partners.

If youth have a medical condition that prohibits him/her from having a component required by the Dept. of Agriculture and the Community Food Bank, it is the parent's responsibility to inform us immediately.

Emergency Closings/ Evacuations. ETC.- 4

Each Club and school-based site has a site-specific plan that aligns with the variable specific to their location(s). The purpose of this section is to provide overall expectations related to each type of emergency.

Inclement Weather / Emergency Closings

We adhere to the inclement weather closures that our school districts follow. This means that if the school district where your program is housed) is closed due to inclement weather then that program is also closed. We also reserve the right to close the Club for weather-related or other emergencies. You will be notified as soon as a decision is made. Daily refunds will not be given for any weather or emergency closings.

Manmade & Natural Disaster Plan (Earthquake, tornado, hurricane, blizzard)

Children will remain in the building whenever possible. If the Director determines that the building must be evacuated, parents/guardians or emergency contacts will be notified to pick up their children. The Youth Development Professionals will stay with the children until a parent/guardian or emergency contact arrives at the site. If it is not possible to remain at the site a note will be posted on the front door explaining the whereabouts of the children and staff.

Fire Evacuation (same process for Bomb threat)*

Fire drills will be administered monthly. During these fire drills children will not be permitted to collect coats, toys, or any other personal items. As part of their orientation to the Club the children will be taught to stop everything they are doing when they hear the fire alarm and meet their teacher immediately at a designated place. Exits, hallways and other evacuation routes will be clear at all times to permit a prompt and safe exit from the building. Regardless of the apparent size of the fire or the amount of smoke, the staff will promptly lead the children out of the building using the closest and safest exit. Staff and children will not stop to take clothing, toys, etc. The Director will be the last person to leave the building, after checking the bathrooms, hallways, etc. After the staff and children are assembled at the designated meeting area, the Program Director will check attendance records and account for all children. When and if the Fire Department determines it is safe to re-enter the building, staff will lead the children back into the building.

***EMERGENCY RELOCATION:**

Emergency relocations require all students and staff to leave the building.

Procedure:

1. An announcement will be made: "We are now conducting a building evacuation and relocation. Please do not touch any light switches or electrical appliances. Use of any cell phones and electronic devices is strictly prohibited at this time. Please report to the designated relocation point for your classroom."
2. Evacuate the facility in the same manner as a fire drill.
3. Staff will assume it is a fire drill until instructed by the administration or administrative designees that relocation will take place.
4. We will relocate to a site that has been pre-arranged and approved.
5. There should be no cell phone use unless it is authorized by staff person
6. A representative from the Boys and Girls Club will then direct students to their location in the building.

Weapons

Children possessing a dangerous weapon will not be permitted in the center. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object that by the manner it is used or intended to be used is capable of inflicting bodily harm. In cases that clearly involve a gun or which involve any other weapon used in a threatening manner the police will be called and the child will be subjected to immediate disciplinary procedures including suspension or expulsion from the Club. **Please refer to the Policy on Weapons or Dangerous Objects in the Clubhouse/School Sites.**

Lockdowns*

Lockdowns are called when there is a crisis inside and movement within the school will put students in jeopardy. A lockdown may also be called when a crisis occurs outside of the school and an evacuation would be dangerous.

Procedure:

1. The announcement will be made: "LOCKDOWN, LOCKDOWN, LOCKDOWN."
2. Once the announcement is made the Staff person does a brief sweep of the hallway to pull in any nearby students and then locks the door, draws the shades on the doors and windows, shuts the lights, and ensures the class is moved to the safe corner of the room. The safe corner is the area of the room that is the most out of line from doors and windows.
3. Students and staff should remain silent until the drill is complete. NO CELL PHONE USE
4. To conclude the drill, two parties will announce the following:

Hello, this is: NAME, the lockdown drill is now concluded.

The date is: THE CURRENT DAY

The time is: THE CURRENT TIME

Example:

This is Laura, the lockdown drill is now concluded. The date is Monday, September 20, 2021

The time is 4:30p.m.

Second person repeats the same.

This is James, the lockdown drill is now concluded. The date is Monday, September 20, 2021

The time is 4:30p.m.

Students should be advised that if they are in the hallway during the drill, they should go to the nearest room and go inside if the door is still open. If the door is locked and no classroom is available, they should go to the nearest exit, leave the building and continue away from the facility. If it is a drill situation, they will be stopped at the exit door by someone who is observing the drill.

***SHELTER IN PLACE:**

A shelter in place is utilized primarily if there is some kind of activity outside of the building. For example, there is a gas leak, there is a police suspect that may be in the neighborhood, or there is a weather event such as a tornado watch. We also utilize a shelter in place if there is an incident in the hallways where someone needs medical attention.

Procedure:

The announcement will be made: Please go into shelter in place immediately.

1. Once again, we are now in shelter in place."
2. Students are to be cleared from the hallways and directed to report to the nearest classroom or other designated area.

3. Teachers are to close and lock the doors, draw the shades, shut the lights, and close all windows.
4. Students should stay away from all windows.
5. Continue to go about your normal classroom routines.
6. Students do not change classes until the shelter in place is lifted.
7. To conclude the shelter in place, an announcement will be made: "The shelter in place is now concluded. Please continue to follow the normal school procedures."

Parents/ Guardians - 5

Shared Custody

The Boys & Girls Clubs of Lower Bergen County understand that family structures are unique, and we will try our best to work with and accommodate families as much as possible. However, the BGC cannot be put into a position of moderating disputes. This applies even when the Court's order grants joint, shared or whole custody. It is the Boys & Girls Clubs of Lower Bergen County's policy to strictly follow any court orders that are presented to us. Under no circumstances will the Club stop a biological parent from picking up a child unless a court order has been given to the Program Director stating it in writing. We will not accept a phone call or written letters from parents regarding custody issues that do not involve court orders.

It is the policy of the Boys & Girls Clubs of Lower Bergen County that no person under the age of 18 is legally permitted to sign out a child under the age of 13 in this Licensed Child Care Program.

Procedures for Parent Communication

The Boys & Girls Clubs of Lower Bergen County is open for parent/guardian communication. The program encourages parents/guardians to become actively involved in the program. To facilitate communication, the following procedures will be followed:

1. Remind App-to share upcoming events, parent workshops, scheduled Club closings, community resources, etc.
2. A Parent Conference will be conducted between the Club staff and the parent/guardian annually.
3. Less formalized discussions with the Club Director or supervisor in charge are available on a daily basis.
4. Parent Orientation meetings are held periodically. This is open to all program parents and can be found in the program calendar.
5. The Program Director and other staff members will make every reasonable effort to address parent concerns in a timely manner. More serious concerns will be given priority. Your patience and cooperation are appreciated.
6. Parents will be notified immediately in the event of an incident or accident depending on the severity of the situation.
7. Parents/Guardians are expected to provide the Club with recently updated information, especially phone number changes.

We will try our best to use your preferred method for communication; however, we reserve the right to use alternate methods for contacting parents, if needed.

Parent(s) Accessing Building/ Program: When visiting our facilities, parents/guardians must check in at the main office and present a Photo ID if wishing to enter the Club. Parents seeking to pick up their child early must enter through the main entrance and wait in a designated area.

Miscellaneous- 6

Personal belongings and cellphones

BGC, or BGC staff, ARE NOT responsible for any lost or stolen personal items. We strongly encourage members to guard personal items closely and not leave personal items unattended. It is a good practice not to bring valuable items to the program. Participants may have their cell phones at the Club but must be turned off or in their backpacks during programming. Staff are conscious of mobile technology and the importance of staying connected with parents but want to provide an environment that is safe and conducive for all Club members. Staff will provide scheduled times for cell phone use throughout programming. Utilizing a cell phone for bullying or having parents talk to another child in the program will result in disciplinary action and loss of cell phone privileges at the program. Members are not permitted to charge personal devices, as they become a tripping hazard.

Daily release of children

Parents/Guardian or other designees (with prior written consent) must enter the facility and sign their child(ren) out of the program each day. It is the Boys & Girls Clubs of Lower Bergen County's policy that any person signing the child out must be at least 18 years of age. Staff will verify the person picking up the child(ren) and will request a state ID to verify the identity of the person. Children will not be released to anyone not approved by the parent/ guardian under any circumstances.

Television Viewing Policy

The Boys & Girls Clubs of Lower Bergen County provides an activity focused learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. The Club follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children who are enrolled in our Program, television time is limited to 60 minutes per week and no more than 30 minutes at a time.

Computer use is limited to 25-minute increments per child, except for those who are completing homework, schoolwork, or supervised enrichment activities.

Office Landline Phone: Members are not allowed to use the main office telephone except in the case of an emergency. Parents who call and wish to speak to the Supervisor must wait until the Supervisor has free time to speak. Staff are not permitted to leave groups to discuss situations with parents.

Electronic Devices/ toys: Members are not allowed to bring any electronic devices (Nintendo, iPad, tablets or any other electronic device) from home. We expect all such devices to remain at home. Members are not permitted to charge personal devices, as they become a tripping hazard.

Social Media-Policy-7

The Boys & Girls Clubs of Lower Bergen County utilizes social media, as many others do, to showcase, promote, and inform our community and member families of the great things happening within our Clubs. We understand that issues may arise through our use of social media, and we must take every precaution to ensure that the anonymity and safety of those who are in the photos and videos we post, remain as such. The Boys & Girls Clubs of Lower Bergen County ensures that the following policies are in place, and enforced, for all social media posts (**we utilize only Facebook, X (formerly Twitter), and Instagram**) done by the organization and staff.

Boys & Girls Clubs of Lower Bergen County ensures that:

1. The organization will not post any photos or videos of any member without written consent from a parent/guardian, as evident by the organization's media release permission form.
2. The member's full name will NEVER be used in any post unless written consent for that individual photo/video is given from the parent.
3. Once a child has left our licensed program, we will not use any new photos of this member. Only photos/videos of currently enrolled members will be used.
4. Use of social media networking or other websites is strictly prohibited while staff are watching kids.
5. Only designated staff will take pictures or video of members, as directed by the CEO or Marketing Manager.

Boys & Girls Clubs of Lower Bergen requests the following from Parents & Staff:

1. Posting photographs or videos of children other than your own, is strictly prohibited, including but not limited to, photographs or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission.
2. Vulgar or abusive language, disparaging remarks, and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is strictly prohibited.
3. Sharing and commenting on posts made by the organization's social media profiles (i.e. Facebook, Twitter, Instagram) is encouraged and appreciated. However, failing to comply with the regulations of our Social Media Policy in its entirety, is strictly prohibited.

The Boys & Girls Clubs of Lower Bergen County will use Social Media (i.e. Facebook, Twitter, Instagram) to further inform parents and guardians of upcoming events, club closures, and more. Be sure to follow us on Facebook, twitter and Instagram, and abide by our organization's Social Media Policy, as it is in place to ensure the safety and confidentiality of all our members.

Philosophy on Discipline- 8

Discipline: The Club uses a system of written incident reports to help children adhere to the rules. The rules we have will be strictly enforced for the safety of everyone who is attending or working at our Club. If a member is disruptive, disrespectful, or abusive to other members or staff they will be disciplined, and an incident report will be written. The Program Director or someone he/she designates will talk to the member to determine if some form of discipline or suspension is necessary. Staff may give the member a verbal warning, give a short "break" from activities or request a conference with the parent/guardian to discuss the behavior. We will depend heavily on parent/guardian support to help us enforce the rules of the Club, but occasionally we must suspend or expel a member based on the seriousness of the offense, or if a member is too frequently breaking the rules. Parents must pick up their children when a third offense or major offense has occurred.

Code of Conduct & Positive Discipline Policy

The Boys & Girls Clubs of Lower Bergen County's definition of discipline is "to hold youth accountable for their behavior and help members solve problems and gain a greater understanding about the consequences of their actions, but not as punishment or control."

In order for us to be most effective in providing positive guidance and discipline Club staff will:

- ✓ Work to build supportive relationships built on trust and understanding with all Club members.
- ✓ Welcome and greet all members by name as they enter the Program.
- ✓ Spend quality time with members.
- ✓ All communication signals, both verbal and nonverbal, will be caring, affectionate and warm.
- ✓ Staff will commit to participating actively with members through fun structured programs and activities.
- ✓ Club staff will be a positive role model for youth during program hours.

- ✓ Be attentive and listen to members when situations occur and work towards an understanding.
- ✓ Set high expectations for every member to model positive behavior.
- ✓ Club staff will work collaboratively to develop strategies for helping youth who are experiencing challenges.

Our positive discipline program is designed to teach young people to become responsible, respectful, and resourceful citizens. It is based on the premise that “discipline must be taught, and that discipline teaches.” It aims at developing mutually respectful relationships and requires Club staff to employ kindness and firmness at the same time, and to be neither punitive nor permissive. Holding youth responsible is very important in our positive discipline premise. We will hold all youth accountable for their behavior to help them learn self-discipline and in turn self-awareness.

When the need to discipline a child arises Club staff will work with members to:

Recognize that they did something they weren’t supposed to do.

Reconcile by apologizing to all affected parties and finally.

Resolve the issue by sticking to the established agreement so that it does not happen again.

Methods of correcting inappropriate behavior within the Club consists of the following:

1. Redirection of activities: to change the focus of a child's behavior
2. Individualized attention: to help the child to deal with a particular situation
3. Break: the removal of a child from the area of activity, for a few minutes, so that he/she may gain self-control. Break shall be used as a last resort in disciplining any child that is misbehaving.
4. Attention to good behavior: to respond and to reinforce positive behavior, acknowledge or praise the child when behaving well to let him/her know that we approve of what he/she is doing.
5. Discipline will not involve isolating a child without supervision, or without holding food or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule, or any behavior that would intimidate, frighten or endanger a child or his/her self-image

Positive Discipline is a manner to teach youth self-discipline and confidence. Positive discipline is concerned with how a member is behaving in the present and how they can make decisions to positively impact their behavior in the future. Its success depends on youth understanding what is expected and what is appropriate for them to do. This approach implies that members must understand limits and boundaries, including Club rules and codes of conduct. This also implies that they understand the consequences for violations of rules.

NON-NEGOTIABLE RULES:

1. **ACTS OF PHYSICAL AGGRESSION TOWARDS SELF, OTHERS AND STAFF.**
2. **PURPOSEFUL DESTRUCTION OF CLUB OR SCHOOL PROPERTY.**
3. **BULLYING OF ANY KIND.**

Disciplinary Actions

Minor offenses include:

- Having inappropriate items.
- Interrupting or interfering with the work of others (disruptive talking, pestering etc.).
- Making rude or disrespectful comments to other members.
- Minor or major in nature inappropriate behavior towards staff.
- Engaging in any other disrespectful or disruptive behavior which is relatively minor in nature.

- Inappropriate display of affection.
- Wearing hats, foul language, running inside the building, repeating infractions based on policies / guidelines.

Minor Consequence

First Offense

1. Private conversation with member, verbal warning, and explanation of offense.
2. Write up – Incident Report.

Second Offense

1. Write up – Incident Report.
2. Private conversation with member (2nd verbal warning)
3. Private phone call or meeting with parent

Third Offense

1. Write up- Incident Report.
2. In person meeting with parent/ guardian and student
3. Suspension or expulsion from program

PARENT AND STUDENT CODE OF CONDUCT

- I WILL BE RESPECTFUL OF OTHER MEMBERS, VOLUNTEERS AND GUESTS.
- I WILL BE RESPECTFUL TO ALL STAFF.
- I WILL WORK TO TAKE CARE OF CLUB/SCHOOL PROPERTY AND OTHER MEMBERS' PROPERTY.
- I WILL NOT BRING, CREATE, OR IMITATE WEAPONS AT THE CLUB: GUN, KNIVES, WEAPONS OF ANY KIND.
- I WILL FOLLOW ALL GUIDELINES SET BY THE BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY.

Guidance on Discipline Policy

- ☐ All members must check in at the Main Office. No child will be allowed to leave the building without a parent or guardian signing them out or unless otherwise noted by the completed permission to walk home.
- ☐ The Program follows a “zero tolerance” policy for the following actions: profanity, fighting, theft, damage to equipment and sexual harassment. These actions will result in suspension or permanent expulsion.
- ☐ Use of business/school phones are prohibited.
- ☐ All food and drinks must be consumed in a designated area; trash should be put in the waste bins. Persistent offenders will face possible suspension. Food or drink in the gymnasium or auditorium is strictly prohibited.
- ☐ Gum chewing is not permitted in the program.
- ☐ Boys & Girls Club staff are not available to supervise youth either before or after announced program hours.
- ☐ Personal items (regardless of value) should be left at home. The Boys & Girls Clubs of Lower Bergen County is not responsible for the personal items of youth attending the program.
- ☐ For safety reasons, members must remain in areas where staff members are present. Participants are not allowed in unauthorized areas for any reason.

- ☐ Club members are not allowed in any office area unless told by Club staff.
- ☐ Hats, caps, beanies, bandanas, or any head covering item cannot be worn while inside the program unless for specific purposes (religion or health reasons)
- ☐ All members must treat staff, fellow participants, guests and adults with respect. Youth should inform staff when others are mistreating them.
- ☐ Everyone should be careful when using all equipment.
- ☐ Youth and their parents may be held financially responsible for the replacement of damaged equipment.

Expulsion- 9

Unfortunately, there are some situations in which we must expel a child from our program either on a short term or permanent basis. We want to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this program.

Immediate causes for expulsion:

- The child is at risk of causing serious injury to other children, staff, or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

Child's Actions for Expulsion:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums / angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Biting

Steps toward Expulsion

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period.

The parent/guardian will be informed about the expected changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (up to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

Medication- 10

Policy & Procedures on Administering Medication

Purpose: This policy was written to encourage communication between the parent, the child's health care provider and the childcare provider to assure maximum safety in the administering of medication to the child who requires medication to be provided during the time the child is in childcare.

Intent: Assuring the health and safety of all children in our Clubs/Programs is a team effort by the childcare provider, family and health care provider. This is particularly true when medication is necessary for the child's participation in childcare. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

GUIDING PRINCIPLES AND PROCEDURES

1. Whenever possible, it is best that medication be given at home. Dosing of medication can be done so that the child receives medication prior to coming to childcare, and again when returning home or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the other children in childcare.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to give medication in childcare" form is attached to this policy and will hereafter be referred to as permission form. All information on the permission form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the childcare provider.
4. "As needed" medications may be given only when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given.
5. Medications given in the center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the childcare center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - Prescription medication must have the original pharmacist label, that includes the pharmacist's name, phone number, child's full name, name of health care provider prescribing medication, name and expiration date of the medication, the date it was prescribed or updated, dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.
 - Over the counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency and any special instructions for administration and storage, and expiration date must be clearly visible.
 - Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed permission form from the health care provider prior to being given in the childcare center.
7. Examples of over-the-counter medications that may be given include:
 - Antihistamines
 - Decongestants

- Non-aspirin fever reducers/pain relievers
- Cough suppressants
- Topical ointments such as sunscreen

8. All medications will be stored:

- Inaccessible to children
- Separate from staff or household medications.
- Under proper temperature control
- A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

9. For the child who receives a medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of these forms are attached to this policy and include:

- Permission to give medication in childcare.
- Universal child health record
- Emergency contact sheet
- Medication administration log

12. Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and picked up from the center. Parents/Guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

14. Parents/Guardians will sign all necessary medication related forms that require their signature, and particularly in the case of an emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

15. Parent/guardian will authorize the Director or Director's designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or the Director designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

16. Parent/Guardian will read and have an opportunity to discuss the content of this policy with the Director or the Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy and will follow them to safeguard the health and safety of their child. Parents/guardians will receive a copy of the signature page for this policy including single copies of the records referenced in this policy.

E-CHILD CARE POLICIES & PROCEDURES - 11

The Boys & Girls Clubs of Lower Bergen County accepts all subsidy programs and follows applicable requirements. It is important that parents follow the necessary procedures, which may include timely swiping.

- ✓ Parent swiping must be current at all times. If for any reason you cannot swipe daily. All swipes for that week must be completed by Friday of any week.
- ✓ Club staff will continuously monitor all swiping. You will be notified by Club staff if you are missing swipes.
- ✓ If swiping is not done consistently the subsidy program will be notified. Please be advised that the subsidy program constantly monitors all swiping. Staff at the subsidy program offices will contact you if you are missing swipes as well.
- ✓ All co-payments, surcharges, and bus fees must be paid on time and follow our automatic recurring payment via Daxko.
- ✓ Co-payments are calculated by the subsidy program not the Boys & Girls Clubs of Lower Bergen County. This amount is according to the parent's contract with the program. Co-payments must be paid every month/week as stated by the subsidy program, and Club policy.
- ✓ If your child is not in the portal, the Boys & Girls Clubs of Lower Bergen County must complete discrepancy forms (manual attendance). These forms must be signed by the parent every two weeks, please make every attempt to come to the Club and to sign this paperwork. Failure to sign these forms may result in a temporary suspension from the Club program.
- ✓ In the event that the subsidy program suspends or terminates your child(ren)'s contract, you will be responsible for the full regular amount of program costs, which will automatically be paid via our Daxko system.

Lodi Clubhouse- 12

Programming

07644	Program Location
	<u>Boys & Girls Club of Lodi</u>
	460 Passaic Ave, Lodi NJ
	Before School 6:45-8:45am
	After School 3:00pm-7:00pm
	Summer 7:00am-6:00pm

The Lodi Clubhouse offers students from PreK-5th grades a variety of opportunities to engage in activities ranging from art to STEM. We work on getting children physically active to help children adopt a healthy and active lifestyle. Additionally, we partner with various organizations and corporations to offer academic support and programming that is academically focused. The Lodi Clubhouse offers a before-care and after-care program Monday through Friday.

Before School Care

Sample schedule

Before Care Sample 1		Before Care Sample 2	
7:05am-7:30am	Student arrival	7:05am-7:30am	Student arrival
7:30am-7:50am	Homework check/ breakfast	7:30am-7:50am	Homework check/ breakfast
7:50-8:15am	Quiet time/ meditation/ reading	7:50-8:15am	Board Games/ Stretching/light exercise
8:15-8:30am (8:40am school start time)	Wrapping up- cleaning	8:15-8:30am (8:40am school start time)	Wrapping up-cleaning

Sample Breakfast

Monday	Tuesday	Wednesday	Thursday	Friday
Cheerios	Corn flakes	Cinnamon toast	Raisin bran	Cheerios
Milk 11oz	Milk 11oz	Milk 11oz	Milk 11oz Pineapple	Milk 11oz
Peach Cup	Mix fruit Cup	Pear Cup	Cup	Peach Cup

Afterschool Program

Sample schedule

Group 4	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-4:00	PH- School Order BINGO HALL	PH- School Order BINGO HALL	PH- School Order BINGO HALL	PH- School Order BINGO HALL	PH- School Order BINGO HALL
4:00-4:30	Power Hour Teen center	Power Hour Act 3	Power Hour Tech room	Power Hour Bingo Hall	Power Hour Bingo Hall
4:30-5:15	BGCA Program HYA- Teen center	BGCA Program Fine arts- ACT 3	BGCA Program STEM- Tech Room	BGCA Program Triple Play Gym	BGCA Program Triple Play GR
5:15-6:00	BGCA Program Art Club- Art room	BGCA Program Video game club- Teen center	BGCA Program STEM- ACT 4	BGCA Program Drama Club Act 4	BGCA Program Sports Club- Gym
6:00-7:00	Dinner/ Dismissal	Dinner/ Dismissal	Dinner/Dismissal	Dinner/ Dismissal	Dinner/Dismissal

Hackensack Clubhouse- 13

Programming

Program Location
170B Sussex St, Hackensack NJ 07601
After School 3:00pm-7:00pm
Summer 7:00am-6:00pm

The Hackensack Clubhouse offers many options for the children to choose from. We have a certified art coordinator that teaches the children all the great aspects of the arts. We also offer great STEM activities and projects and an opportunity for physical activities. At the club we have special programs and volunteers come in to teach the kids a skill that they specialize in.

Sample Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:00pm	<u>Arrival</u>	<u>Arrival</u>	<u>Arrival</u>	<u>Arrival</u>	<u>Arrival</u>
3:00-3:30	<u>Brain Break</u>	<u>Brain Break</u>	<u>Brain Break</u>	<u>Brain Break</u>	<u>Brain Break</u>
3:30-3:45	<u>Snack</u>	<u>Snack</u>	<u>Snack</u>	<u>Snack</u>	<u>Snack</u>
3:50-4:30	<u>Power Hour</u>	<u>Power Hour</u>	<u>Power Hour</u>	<u>Power Hour</u>	<u>Power Hour</u>
4:30-5:00	<u>Group 1</u> <u>Outside</u> <u>Group 2</u> <u>Gameroom</u> <u>Group 3 Gym</u>	<u>Group 2</u> <u>Outside</u> <u>Group 3 Gameroom</u> <u>Group1</u> <u>Gym</u>	<u>Group 1</u> <u>Outside</u> <u>Group 2 Gameroom</u> <u>Group 3 Gym</u>	<u>Group 2</u> <u>Outside</u> <u>Group 3 Gameroom</u> <u>Group1</u> <u>Gym</u>	<u>Group 3</u> <u>Outside</u> <u>Group 1 Gameroom</u> <u>Group 2 Gym</u>
5:00-5:45	<u>Dinner</u>	<u>Dinner</u>	<u>Dinner</u>	<u>Dinner</u>	<u>Dinner</u>
5:45-6:25	<u>STEM/Art</u>	<u>ART/STEM</u>	<u>STEM</u>	<u>Art/STEM</u>	<u>Art/STEM</u>
6:30-7pm	<u>Free Time</u> <u>Clean up</u>	<u>Free Time</u> <u>Clean up</u>	<u>Free Time</u> <u>Clean Up</u>	<u>Free Time</u> <u>Clean Up</u>	<u>Free Time</u> <u>Clean up</u>
7pm	<u>Dismissal</u>	<u>Dismissal</u>	<u>Dismissal</u>	<u>Dismissal</u>	<u>Dismissal</u>

LEAP & WAZE – 14



Program Locations:

Thomas Jefferson Middle School

75 1st Street, Lodi NJ 07644

Wallington Jr/Sr High School

234 Main Ave Wallington NJ 07057

After School 2:45-5:45pm

Summer 8:30am-1:00pm

21st Century Community Learning Center (21st CCLC) overview.

The 21st Century Community Learning Center is a federally funded program supported by the New Jersey Department of Education for out-of-school time programs in New Jersey, which include afterschool and summer.

What is the 21st Century Community Learning Centers Program (21st CCLC)?

Under Title IV, Part B of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001, effective FY 2003, the 21st Century Community Learning Centers (21st CCLC) programs are defined as centers that offer academic, artistic, and cultural enrichment opportunities to students and their families when school is not in session. The primary goal of the 21st CCLC Program is to supplement the education of children who attend low-performing schools and live in high-poverty areas with academic, artistic and cultural enrichment during out-of-school time hours, so that they may attain the skills necessary to meet state core curriculum content standards. In addition, the centers must offer literacy and other educational services to the families of the participating students.

Our Mission Statement

LEAP and WAZE offer a unique out of school educational experience for students, by providing school district aligned academic support along with hands-on enrichment activities.

Attendance Policy

For students to benefit from the program, daily attendance and punctuality is required and expected. Attendance is taken when students first arrive as well as in each activity they participate in daily. Additionally, students are expected to participate in all components of the program. If a student exits the school building on their own, he/she will not be permitted to attend the program for that day and his/her parents will be notified (student may be suspended from program). To ensure students receive the full experience of the LEAP, students shall not be picked up/ released prior to 1pm. Consistent early pick-ups may lead to suspension and/or removal from the program.

If a student is absent, or comes late to program, they must have a note from:

- A parent or guardian (must be accompanied by a parent/ guardian).
- A teacher or school administrator
- A doctor (must be accompanied by a parent/ guardian).

*This program is offered through a grant that has been awarded to the Boys & Girls Clubs of Lower Bergen County from the New Jersey Department of Education. Student and family participation are an essential factor in retaining the grant funding. Students are expected to attend the program for a minimum of 30-days. Administrative staff have the right to remove students that have been habitually absent (attending less than 60% of the time) or do not actively participate in the program. Students may be removed from the program without prior notice or phone call. Once removed the parent will receive a letter/email detailing the removal of the child(ren).

As you may know the LEAP and WAZE programs are offered through a NJDOE 21st Century Community Learning Centers grant that was awarded to the Boys & Girls Club of Lower Bergen County with Lodi Public Schools and Wallington Public Schools as key Partners. Through this grant we are able to provide your child(ren) with a comprehensive high quality after school program that is free of cost to your family.

Programming

LEAP and WAZE work to offer hands -on engaging activities that are interest based. Students are offered opportunities to select their class based on interest. Since club activities are interest based we are consistently working to update classes to offer students new classes to choose from. The program works with school day teachers to ensure that it is academically centered and works to support the learning standards that were addressed during the school day.

"This project was funded in its entirety from the federal Elementary and Secondary Education Act (ESEA), Title IV, Part B, 21st Century Community Learning Center (21st CCLC) grant through a grant agreement with the New Jersey Department of Education."

Sample schedule

Sewing									
Monday		Tuesday		Wednesday		Thursday		Friday	
3:05pm-3:40pm	Snack/ homework	3:05pm-3:40pm	Snack/ homework	3:05pm-3:40pm	Snack/ homework	3:05pm-3:40pm	Snack/ homework	3:05pm-3:40pm	Snack/ homework
3:40pm-3:45pm	Transition time	3:40pm-3:45pm	Transition time	3:40pm-3:45pm	Transition time	3:40pm-3:45pm	Transition time	3:40pm-3:45pm	Transition time
3:45pm-4:25pm	Cooking	3:45pm-4:25pm	Public speaking	3:45pm-4:25pm	Gaming	3:45pm-4:25pm	Tutoring	3:45pm-4:25pm	PFF
4:25pm-4:30pm	Transition time	4:25pm-4:30pm	Transition time	4:25pm-4:30pm	Transition time	4:25pm-4:30pm	Transition time	4:25pm-4:30pm	Transition time
4:30pm-5:10pm	Tutoring	4:30pm-5:10pm	Tutoring	4:30pm-5:10pm	Kitchen chem	4:30pm-5:10pm	Sewing	4:30pm-5:10pm	Social Media
5:10pm-5:15pm	Transition time	5:10pm-5:15pm	Transition time	5:10pm-5:15pm	Transition time	5:10pm-5:15pm	Transition time	5:10pm-5:15pm	Transition time
5:15pm-6:00pm	Sewing	5:15pm-6:00pm	Sewing	5:15pm-6:00pm	Gym/ Board games	5:15pm-6:00pm	Sewing	5:15pm-6:00pm	AFK

CAAP – 15



Program Location
Hackensack Middle School
 321 State Street, Hackensack NJ
 After School 3pm-6pm
 Summer 8:30am-1:00pm

Programming

The Comet After-School Academic Program (CAAP) offers students from 5th-8th grade a variety of hands-on opportunities to engage in academically enriching programs. This collaboration with Hackensack Public Schools is geared to support and expand the learning that is done during the school day. Students are also encouraged to provide active feedback to ensure that the program is interesting and relevant. Parent engagement is essential and the program works to provide workshops for parents and the school community.

Sample Schedule

Sample Schedule

	Group A	Group B	Group C		
3:00pm-3:30pm	Student arrival- Snack (5-6 cafeteria)			ELA- 115E	Ms. Cruz
3:30pm-4:00pm	Science-128N	ELA- 115E	Math- 127N	Math- 127N	Ms. Keenan
4:00pm-4:30pm	Math- 127N	Science-128N	ELA- 115E	Science-128N	Ms. Tibalbo
4:30pm-5:00pm	ELA- 115E	Math- 127N	Science-128N	PE	Ms. Alvarez
5:00pm-6pm	Games, Homework, Sports				

ACE – 16

Programming

The NEW Afterschool Comet Enrichment Program is taking place at all four Hackensack Elementary Schools, and is open only to elementary aged students at each school. ACE provides students with age appropriate enrichment programming after school such as academic enrichment, health and wellness, and arts enrichment.

Program Location
All Hackensack Public Schools
Elementary Schools
After School:
Monday – Thursdays Dismissal-4:30PM
Summer TBD

***CURRENTLY PAUSED DUE TO FUNDING ISSUES.**

BGC at SBJC – 17

Programming

This exciting program provides free specialized after school & summer enrichment programming to students at the Maywood Campus School of the South Bergen Jointure Commission. Services provided through this program are tailored to serving children with special needs, allowing them to engage in exciting enrichment activities that promote academic and social learning.

Program Location
404 Maywood Ave, Maywood, NJ 07607
After School: Wednesdays 2:45-5:45pm
Summer: TBD

Health & Wellness Team-18

PT Social Worker

Ashley Barrios Abarrios@bgclbergen.org

The licensed social worker, along with master's level social work interns (from local Universities), will be implementing a Social Emotional Learning (SEL) curriculum. The five component SEL curriculum focuses on: self-awareness, self-management, social awareness, relationship skills and responsible decision making. In addition, the social worker will provide services such as crisis intervention, training for the staff, and individual counseling. These services and curriculum will be provided to members enrolled in our after-school programs.

Mentoring Program

Connie Howard, Mentoring Program Coordinator

CHoward@bgclbergen.org

The mentoring program is intended to match selected youth with a caring adult (usually a staff member or volunteer) who works with youth as a guide, sounding board, and acquaintance. The purpose of this arrangement is for the child to achieve successful relationships in school, work, and life. The Boys & Girls Club of Lower Bergen County uses funds awarded by the Boys & Girls Clubs of America to provide opportunities and programs to members. Each club/site designates time for our staff/volunteers to mentor youth and work with them on a long-term basis to allow the adult to serve as a mentor for the child. We hope that because of mentoring efforts, participating youth will see improved relationships with family members and peers, and become more engaged in Club programs. Should you have any questions about this program please feel free to contact the Mentoring Coordinator.

Policy for On-Site and Off-Site Swimming-19

Boys & Girls Clubs of Lower Bergen County (BGCLBC) Programs will adhere to the following guidelines regarding members' swimming:

1. BGCLBC Certified Lifeguards and/or other Staff will implement this procedure.
2. All members will be tested to evaluate swimming competency.
3. Members are first tested in shallow waters, and if they are not proficient in shallow water swimming, will be required to always wear a life vest.
4. For those members that are proficient in swimming in shallow waters, they are then tested in the deep end. The Deep-water swim tests include a 50-yard swim, treading water, and floating.
5. Members that pass the deep-water test will be placed on the passing list, which is screened for each swimming group of members.
6. Any member that does not take or pass the deep-water swim test will be restricted from swimming in the deep end but will not be required to wear a life vest in shallow water, so long as they have passed the shallow-water swim test.
7. Offsite Swimming
 - a. If there are any offsite swimming activities, members that passed the deep-water test will wear a wristband to identify that they are deep-water swimmers.
 - b. BGCLBC Staff on the trip also carry a list of swimmers that can swim in deep water and shallow water and those that require a life vest.
8. Buddy Checks
 - a. In order to prevent pool-related injury and/or drowning, buddy checks are planned carefully to ensure the highest level of aquatic safety during offsite and onsite swimming.
 - b. Buddy Checks occur every 8 to 10 minutes.
 - c. Lifeguards will blow their whistles three times, which signals to members that they must exit the pool. During the exit, Lifeguards will confirm that all members have exited the water.
 - d. Members line up along the walls for onsite swimming or the designated Buddy Check area for off-site swimming.
 - e. Members are then counted, ensuring that the same number of members that entered the pool or swimming area is also standing out of the pool or offsite swimming area.
9. Boys & Girls Clubs of Lower Bergen County and all of its programs comply with all youth camp, childcare, or other program-related laws and regulations that involve the supervision of children during aquatic activities.

NJDCF Information to Parents-20

Department of Children and Families
Office of Licensing

INFORMATION TO PARENTS

OOL/Information to Parents/May 2019

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed childcare center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292- 0422 or go to www.state.nj.us/dcf/.

10:122-6.5 Policy on the release of children

(a) The center shall maintain on file and follow a written policy on the release of Children, which shall include:

1. The provision that each child may be released only to the child's parent(s) or person(s) authorized by the parent(s), as specified in N.J.A.C. 10:122-6.8(a)3, to take the child from the center and to assume responsibility for the child in an Emergency if the parent(s) cannot be reached.
2. The provision that, if a particular non-custodial parent has been denied access, or granted limited access to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court orders.
3. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a)1 above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:
 - i. The child is supervised at all times.
 - ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
 - iii. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child; and
4. Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a)1 above, appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:
 - i. The child shall not be released to such an impaired individual.
 - ii. Staff members attempt to contact the child's other parent or an Alternative person(s) authorized by the parent(s); and
 - iii. If the center is unable to make alternative arrangements, as noted(a) 3ii above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

10:122-6.6 Discipline

(a) The methods of guidance and discipline used shall:

1. Be positive.
2. Be consistent with the age and developmental needs of the children; and
3. Lead to the child's ability to develop and maintain self-control.

(b) Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.

(c) Children may be removed from a group activity to another area, provided that the child so removed is either under the supervision of another staff member or continuously visible to a staff member.

(d) The center shall maintain on file a written policy on the disciplining of children by staff members. The policy shall:

1. Reflect the provisions specified in (a) through (c) above and include the acceptable actions that a staff member may take when disciplining a child (that is, discussion with the child, time-out, etc.);
2. Be distributed to every staff member; and
3. Be posted in a prominent location within the center.

(e) The center shall secure and maintain on file each staff member's signature, attesting to receipt of the policy on the disciplining of children by staff members.

(f) For school-age childcare programs, the following shall apply:

1. The center shall permit children to participate in the development of the discipline rules and procedures; or
2. The center shall establish procedures to ensure that children are aware of the children

3A:52-7.1 Illnesses and communicable diseases

(a) A center that seeks to serve any children who have any of the illnesses, symptoms of illness, or diseases specified in (c) and (d) below shall meet all applicable provisions of this subchapter and all provisions of N.J.A.C. 3A:52-8.

(b) Under no circumstances shall any center serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:

1. Confined to home under a health care provider's immediate care; or
2. Admitted to a hospital for medical care and treatment.

(c) The following provisions relate to illness or symptoms of illness:

1. A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in (c)1i through xiii below to be admitted to the center on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:
 - i. Severe pain or discomfort.
 - ii. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea.
 - iii. Two or more episodes of acute vomiting within a period of 24 hours.
 - iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes.
 - v. Lethargy that is more than expected tiredness.
 - vi. Yellow eyes or jaundiced skin; vii. Red eyes with discharge.
 - viii. Infected, untreated skin patches.
 - ix. Difficult rapid breathing or severe coughing.
 - x. Skin rashes in conjunction with fever or behavior changes.
 - xi. Weeping or bleeding skin lesions that have not been treated by a health care provider; xii. Mouth sores with drooling; or xiii. Stiff neck.
2. Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.
3. If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c)1 above, the center shall remove the child from the group of well children to a separate room or area, as specified in N.J.A.C. 3A:52-5.3(q)4, until:
 - i. He or she can be taken from the center; or 68
 - ii. The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.

4. The center may exclude a child whose illness prevents the child from participating comfortably in activities or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.

(d) The following provisions relate to excludable communicable diseases:

1. The center shall not permit a child or staff member with an excludable communicable disease, as set forth in the Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, revised July 2011, and available at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf, incorporated herein by reference, as amended and supplemented, to be admitted to or remain at the center, until:

- i. A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others.
- ii. The center has contacted the Communicable Disease Program in the State Department of Health, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
- iii. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

Covid-19 Policies and procedures -18

Staff are required to adhere to all organizational policies and procedures regarding COVID-19, including the following as communicated to parents:

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, was declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact.

Boys & Girls Clubs of Lower Bergen County (BGCLBC) has put in place preventative measures to reduce the spread of COVID-19; however, **we cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, attending Boys & Girls Clubs of Lower Bergen County could increase your risk and your child(ren)'s risk of contracting COVID-19.

By enrolling your child and attending the BGCLBC program(s) you are acknowledging the contagious nature of COVID-19 and voluntarily assume the risk for your child(ren). You also understand that your child may be exposed to or infected by COVID-19 by attending Boys & Girls Clubs of Lower Bergen County and that such exposure or infection may result in personal injury, illness, permanent disability, and up to including death. You understand that the risk of becoming exposed to or infected by COVID-19 at Boys & Girls Clubs of Lower Bergen County may result from the actions, omissions, or negligence of myself and others, including, but not limited to, employees, volunteers, and program participants and their families.

You voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to your child(ren) or self (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at Boys & Girls Clubs of Lower Bergen County. By enrolling and attending the BGCLBC program you are releasing covenant not to sue, discharge, and hold harmless Boys & Girls Clubs of Lower Bergen County, its employees, Board of Directors, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. You acknowledge and understand and agree that by enrolling and attending the program you are releasing any Claims based on the actions, omissions, or negligence of Boys & Girls Clubs of Lower Bergen County, its employees, Board of Directors, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in Boys & Girls Clubs of Lower Bergen County.

Policy Regarding COVID-19 Response Strategy & Communication

If it is determined that a member or staff member does have COVID-19, the Chief Operating Officer or Program Director will inform all close contacts in accordance with the most recent CDC Guidelines and/or NJ DOH Regulations.

Policy regarding closure due to positive COVID-19 Case at site

The organization will follow all CDC Guidelines and/or NJ DOH Regulations regarding Covid-19. We reserved the right to close our facilities or programs in the event of widespread outbreak of Covid-19 in a given facility or program.

Policy Regarding Temporary Isolation and Treatment of Sick or Injured Campers and/or Staff Members (Non-COVID related)

Illness Policies and Isolation Procedures

Staff will actively monitor children throughout the day for symptoms including fever, cough, shortness of breath, diarrhea, nausea, vomiting, etc. Children who appear ill or are exhibiting signs of illness must be separated from the group and isolated until able to leave the center. A staff will use a non-contact thermometer if a child is suspected of having a fever of 100.0 F or above.

- If a child appears to have severe symptoms, we will call 911 immediately then call a parent/guardian. The Health Director will assess the matter and move the child to a separate area and isolate him/her from the rest of the members.
- The isolated child will be made comfortable and properly supervised by staff wearing PPE until pick up.

At that time a determination will be made if parents need to be notified or if an ambulance needs to be called based on severity of symptoms or injury. An accident/incident report will be completed by the Health Director and recorded in our online member management system.

Transmission Prevention of COVID-19 (and other transmissible illnesses)

Hand-washing

Hand-washing procedures are posted in restrooms and at all hand-washing stations. If hand-washing is not available, hand sanitizer will be. Hand washing procedures that are communicated to the children adhere to the following steps: wash hands with warm water and soap for 20 seconds, drying hands, and turning off the water with a paper towel. These precautions are in place to help reduce the occurrence of infectious disease. Children will be asked to wash hands during transitions.

Staff will ensure that children wash their hands thoroughly with liquid soap and warm running water:

- Before eating meals and snacks
- After using the restroom
- After contact with bodily fluids

Hand Sanitizer Policy

Hand sanitizer will be used when hand washing is unavailable. A dime-sized amount of various commercially available, FDA- approved hand sanitizers, containing at least 60% alcohol, will be used topically on hands only.

Cleaning Procedures

To maintain a clean program space, we follow these practices: surfaces are washed with soap and water and rinsed by sanitizing the surface with a licensing approved solution. At the end of each session staff will use electrostatic sprayers to

disinfect all the rooms and commonly used areas (such as bathrooms). Thorough cleaning and sanitization of spaces and surfaces will occur throughout the day and in the evening.

When Illness Occurs

This guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19). This is an evolving situation and guidance is subject to change. Please check the NJDOH and CDC websites frequently for updates.

Children and staff with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.

- Individuals should be sent home and referred to a healthcare provider. Testing for COVID-19 is recommended for persons with COVID-19 symptoms.
- When an individual tests positive for COVID-19, the organization will follow all CDC Guidelines and/or NJ DOH Regulations regarding Covid-19.

COVID-19 Illness, Exposure and Exclusion:

The organization will follow all CDC Guidelines and/or NJ DOH Regulations regarding Covid-19. This will include required isolation periods, quarantine periods, and strategies for the prevention of the spread of disease, such as mask wearing.

Since CDC Guidelines and/or NJ DOH Regulations regarding Covid-19 are constantly evolving, the organization will handle each positive Covid-19 individual on a case by case basis. In following the CDC Guidelines and/or NJ DOH Regulations regarding Covid-19, we will make decisions that best ensure the health and wellbeing of our staff, volunteers, and members.

Organization

Safety Related Policies & Procedures

Boys & Girls Clubs of Lower Bergen County Barrier Crime & Background Check Policy
Boys & Girls Clubs of America's Background Check Policy

Conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee. Conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, (a) verify the person's identity and legal aliases through verification of a social security number, (b) provide a national Sex Offender Registry search, (c) provide a comprehensive criminal search which includes a national search, and (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety). This membership requirement must also be shared with our current background check provider. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

All background check findings shall be considered when making employment or volunteer decisions and each Club shall have a policy defining eligibility for employment or volunteer service, if such individual:

- (a) refuses to consent to a criminal background check,
- (b) makes a false statement in connection with such criminal background check,
- (c) is registered, or is required to be registered on a state or national sex offender registry,
- (d) has been convicted of a felony consisting of, but not limited to:
 - 1. Murder
 - 2. Child abuse
 - 3. Domestic violence
 - 4. Abduction or human trafficking
 - 5. A crime involving rape or sexual assault
 - 6. Arson
 - 7. Weapons
 - 8. Physical assault or battery
 - *9. Drug possession, drug use, manufacturing, or distribution of drugs; or
 - 10. Has been convicted of any misdemeanor or felony against children, including child pornography.

Every member organization shall conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor must be obtained prior to extending an offer for employment or volunteer service.

*The Chief Executive Officer and/or Board Safety Committee may choose to evaluate drug related

felonies on a case-by-case basis, which may include, but is not limited to, a consideration of the number of years since the conviction, reference checks, etc.

BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY

CHILD ABUSE PREVENTION POLICY

The priority of Boys & Girls Clubs Lower Bergen County is the physical and emotional safety of its members, staff, and volunteers. Boys & Girls Clubs Lower Bergen County maintains a zero-tolerance policy for child abuse. Boys & Girls Clubs Lower Bergen County implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

DEFINITIONS

One-on-Contact Prohibition: Boys & Girls Clubs Lower Bergen County prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff and volunteers, including minor staff (under age 18), are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

Child abuse is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming behaviors may include but are not limited to:

- Targeting specific youth for special attention, activities or gifts.

- Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips and day activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other “accidental” touches.

MANDATED REPORTING

Every staff member or volunteer of Boys & Girls Clubs Lower Bergen County who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

REQUIRED TRAINING

Boys & Girls Clubs Lower Bergen County conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

Before providing services to young people, and annually thereafter:

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

Annually:

- All the policies, including all safety policies, for Boys & Girls Clubs of Lower Bergen County.

PHYSICAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Clubs Lower Bergen County is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none"> • Side Hugs • Handshakes • High-fives and hand slapping • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs or kisses • Showing affection in isolated area • Lap sitting • Wrestling or piggyback/shoulder rides • Tickling • Allowing youth to cling to an adult’s leg

VERBAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Clubs Lower Bergen County is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none">• Positive reinforcement• Child-appropriate jokes (no adult content)• Encouragement• Praise	<ul style="list-style-type: none">• Name calling• Inappropriate jokes (adult-only content)• Discussing sexual encounters or personal issues• Secrets• Profanity or derogatory remarks• Harsh language that may frighten, threaten, or humiliate youth

ABUSE AND SAFETY RESOURCES

Boys & Girls Clubs Lower Bergen County prominently displays BGCA-approved collateral that shares ethics hotline, crisis textline and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application.

BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY

DRUG- AND ALCOHOL-FREE WORKPLACE POLICY

DRUG AND ALCOHOL POLICY

Boys & Girls Clubs of Lower Bergen County is committed to providing a safe environment for members, staff and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.
- Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

Boys & Girls Clubs of Lower Bergen County further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this policy.

SMOKING POLICY

Boys & Girls Clubs of Lower Bergen County will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities.

Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

REASONABLE SUSPICION

Staff and or volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's drug-testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

- Odors (smell of alcohol, body odor or urine);
- Movements (unsteady, fidgety, dizzy);
- Eyes (dilated, constricted or watery eyes or involuntary eye movements);
- Face (flushed, sweating, confused or blank look);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy);
- Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).

Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:

- Repeatedly calling in sick;
- Being absent directly before or after holidays and weekends;

- Repeatedly damaging inventory or failing to meet reasonable work schedules; and
- Being involved in frequent accidents that can be related to the use of drugs or other substances.

INSPECTION AND TESTING

Boys & Girls Clubs of Lower Bergen County reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug- and alcohol-free workplace policy (see "Reasonable Suspicion" above).

Screening, testing and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee's doctor.

PRESCRIPTION MEDICATION AND LEGAL DRUGS

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteer's ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY

EMERGENCY OPERATIONS PLAN POLICY

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

EMERGENCY OPERATIONS PLAN (EOP)

Boys & Girls Clubs shall create and maintain an Emergency Operations Plan (EOP). At minimum, the plan shall encompass the following elements:

- Mitigation, preparedness, response, and recovery for the following types of emergencies:
 - Fire
 - Weather (tornado, flooding, hurricane, etc.)
 - Lockdown (for interior or exterior threat)
 - Bomb threat
 - Suspicious package
- Training/drill schedule and reporting procedures for staff, volunteers, and members.
- Developed and shared with local first responders, such as fire department and law enforcement agencies.

EOP ANNUAL REVIEW

Boys & Girls Club of Lower Bergen County leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually.

FIRST AID AND CPR TRAINING

Boys & Girls Clubs of Lower Bergen County always maintains a minimum of one CPR- or first-aid-trained staff on site during all operating hours when members are being served.

KEY DEFINITIONS

Emergency: An emergency is any event, natural or man-made, whether expected or unexpected, that places life or significant Club assets in danger or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.

Mitigation: Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to take action now — before the next emergency occurs — to reduce human and financial consequences later.

Preparedness: Preparedness helps everyone act quickly and decisively in the face of a disaster or emergency and can minimize loss of property and prevent death and injury. An effective

emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.

BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY

INCIDENT MANAGEMENT POLICY

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members and others who visit Clubhouses.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Inappropriate electronic communications between adults (18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club affiliated program or trip.

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

Boys & Girls Clubs of Lower Bergen County follows all applicable mandated reporting statutes and regulations and all applicable federal, state and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft and robbery; or
- Children missing from the premises.

INCIDENT INVESTIGATION

Boys & Girls Clubs of Lower Bergen County takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

BGCA CRITICAL INCIDENT REPORTING

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 24 hours:

- a) Any instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- b) Any instance or allegation of child abuse, including physical, emotional or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- c) Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- d) Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury or death; or a mental health crisis with a child requiring outside care.

- e) Any instance or allegation of abuse, including physical, emotional or sexual abuse, sexual misconduct, harassment or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- f) Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- g) Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- h) Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- i) Any criminal or civil legal action involving the organization, its employees or volunteers, as well as any changes in the status of an open organization-related legal action.
- j) Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- k) Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

Boys & Girls Clubs of Lower Bergen County

Lodi Clubhouse

Locker Room Usage Policy

Usage

At Boys & Girls Club of Lodi Clubhouse, the locker rooms are located in the aquatics area and are designated as male/boy and female/girl. These facilities are to be used only by youth club members with supervising staff/volunteers during program hours where Club Members use the aquatics facilities, ie. Summer camp, special events. During Non-Club Member usage hours, swim clubs, teams and/or programs may use the locker rooms during their scheduled usage. During these scheduled times, the swim clubs, teams and/or programs are responsible for appropriate locker room usages, which may include, youth only, youth with adult caregiver, and/or adults.

Inspection & Monitoring

Locker rooms shall be regularly inspected and monitored by a designated same gender staff and/or volunteer at a schedule set by Club leadership. Staff must adhere to the established supervision ratios of no more than two (2) groups of Club Members in the locker room at a time, which includes a staff/volunteer to member ratio of no more than 1:15.

Youth Safety

Before youth members enter the locker room, staff/volunteers should complete a sweep of the locker rooms to ensure no unauthorized adults or youth are inside. Staff should position themselves outside the locker room changing area near the door to be visible and within listening range without infringing on members' privacy. Exterior locker room doors should remain open when in use by youth, if this does not violate the privacy of those inside. No audio or video recording devices are allowed in the locker room, including cellphones.

Boys & Girls Clubs of Lower Bergen County
Policy on Weapons or Dangerous Objects in the Clubhouse/School Sites

Safety is the number one priority at the Boys & Girls Clubs of Lower Bergen County. All employees and volunteers must take swift and appropriate action to keep our members, volunteers and employees safe while in our programs and activities. Therefore, it is important that all employees and/or volunteers follow the procedure outlined below in a situation where a member or visitor brings or has a dangerous weapon in a clubhouse/school site.

- **Step #1-** Upon discovery of weapon/dangerous object by employee or volunteer, take necessary steps to deescalate the situation, and page/report incident to School Safety Officer/Security Guard (if present).
- **Step #2-** Place build into a lockdown/active shoot protocol, if necessary.
- **Step #3-** Have the member or visitor place the item in a location that is safe, so it will not harm others, but can be monitored by the employee or volunteer. **Do not touch the weapon or dangerous object.**
- **Step #4-** Have the member or visitor remain under the supervision of an employee or volunteer and away from the weapon.
- **Step #5-** Clear other members, employees, volunteers, and/or visitors from the room or area.
- **Step #6-** Contact the local police department and wait for their arrival. Upon their arrival, follow their instructions for handling the remainder of the situation, and allow them to take the weapon or dangerous object into their custody.
- **Step #7-** At the direction of the police department, lift lockdown/active shooter protocol.
- **Step #8-** If a member or minor child, contact parents/guardians to inform them of the situation, and ask them to come to the location.
- **Step #9-** If a member or minor child, conduct a threat assessment via 1-877-652-7624 (NJ DCF Hotline), and follow their instructions. Document phone call.
- **Step #10-** If a Club member or minor child, report the incident to Child Protective Services (CPS) via 1-877-652-2873. Document phone call.
- **Step #11-** When the situation has been fully resolved, inform the COO and/or CEO, as soon as possible.
- **Step #12-** If a member, inform parents/guardians that child will be suspended until further notice pending the outcome of an investigation.
- **Step #13-** Complete appropriate incident report forms and compile documentation. Submit documentation to COO and CEO. If a school site, inform School Principal and/or District point(s) of contact, and follow any procedures required by the School District.
- **Step #14-** If a member of a Clubhouse, inform member's School Principal or District Contact of the incident.
- **Step #15-** Meet with COO and/or CEO to determine next steps to complete investigation.

IF THERE IS AN IMMEDIATE DANGEROUS SITUATION, BYPASS ALL STEPS ABOVE, GO INTO LOCKDOWN OR ACTIVE SHOOTER PROTOCOL AND CALL 9-1-1. RETURN TO PROCEDURE ABOVE TO DOCUMENT INCIDENT.

BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY
PROHIBITION OF PRIVATE ONE-ON-ONE INTERACTION POLICY

Boys & Girls Clubs Lower Bergen County is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional. All exceptions shall be documented and provided to Club leadership in advance.

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

ONE-ON-ONE INTERACTION POLICY GUIDANCE

The following guidance should be used when implementing related policies and procedures.

Definition of one-on-one interaction

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

- Private contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places

can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:

- Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
- One staff member transporting one member in a vehicle.
- Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.
- Public contact/communication is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:
 - Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
 - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
 - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).
 - Public places can include but are not limited to buses, airports, shopping malls, restaurants and schools.

IMPACT ON MENTORING PROGRAMS

Mentorship is a key component of Boys & Girls Club programming and has tremendous positive impact on members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. Mentors can adjust their practices to include:

- Holding mentor and coaching sessions in areas where other staff and/or members are present or can see you – for example, in large rooms where meetings are visible but not heard.
- Copying parents, staff or other members (when appropriate) on written and/or electronic communications.
- Scheduling meetings during Club hours and at the Club site.
- Documenting interactions between mentors and youth.

Impact on partnerships with local mentoring organizations

- All local mentors are required to abide by Club policies, including background check requirements and prohibition of one-on-one interaction.
- External mentors are required to abide by all Club safety policies and procedures.
- A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly communicated to parents or guardians.
- Every interaction between mentor and youth will be documented and maintained

Impact on travelling to off-site events and activities

- When travelling to external events such as Keystone, Youth of the Year or other off-site events, the one-on-one policy shall continue to be followed.
- Should the Club take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least three people (two staff and one member or one staff and two members) are together when traveling. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport).
- If this arrangement presents staffing or budget challenges, consider the following:
 - Inviting parents or guardians to attend and/or chaperone their child.
 - Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.
 - Coordinating with other Clubhouses or nearby organizations to travel together.
 - Travelling with additional staff or members.
- Parents and guardians should also provide written consent in each instance in which a member travels to any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.
- Similar practices should be in place when coordinating field trips.

Impact on transportation to and from the Club

- When transporting members to and/or from a Club-sponsored event or activity, single members should not be transported alone with one staff person.
- Consider the following to accommodate single children:
 - Modify bus or van routes so single children aren't picked up first or dropped off last.
 - Use a bus aide if available.
 - Pick up and drop off children in groups.
 - Modify staff schedules to ensure multiple staff are present.

Exceptions to policy

Exceptions to the one-on-one policy can be made under the following circumstances:

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).
- When the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club leadership.
- In emergency situations that could create a safety risk, exceptions can be made (e.g., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk).

Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including but not limited to:

- Disclosing the meeting to Club leadership and regularly checking in with the member and adult during conversations.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY

SCREENING AND ONBOARDING POLICY

Boys & Girls Clubs of Lower Bergen County is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECKS

Boys & Girls Clubs of Lower Bergen County conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months.

All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Clubs of Lower Bergen County will not employ potential staff or engage potential volunteers if such individual:

- a) Refuses to consent to a criminal background check.
- b) Makes a false statement in connection with such criminal background check.
- c) Is registered, or is required to be registered, on a state or national sex offender registry.
- d) Has been convicted of a felony consisting of:
 - a. Murder
 - b. Child abuse
 - c. Domestic violence
 - d. Abduction or human trafficking

- e. A crime involving rape or sexual assault
- f. Arson
- g. Weapons
- h. Physical assault or battery
- i. Drug possession, use or distribution in the last five years
- j. Has been convicted of any misdemeanor or felony against children, including child pornography.

INTERVIEWING

Boys & Girls Clubs of Lower Bergen County will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service. BGCA will provide behavioral-based interview questions for local use.

REFERENCE CHECKS

Boys & Girls Clubs of Lower Bergen County conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Clubs of Lower Bergen County provides reference materials when asked by other Member Organizations.

STAFF AND VOLUNTEER ONBOARDING

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment;
- Benefits;
- Rights and responsibilities of employees;
- Club safety policies; and
- Any other important employment-related information.

Before working with any Club members, all staff and volunteers at a minimum shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies and procedures and schedule;
- Job descriptions and performance standards for their position;
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time;

- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required **Child Abuse Prevention Trainings** approved by BGCA.

BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY
STAFF-TO-YOUTH RATIO FOR PROGRAM OPERATIONS POLICY

The priority of Boys & Girls Clubs Lower Bergen County is to ensure the adequate supervision of its members. Boys & Girls Clubs Lower Bergen County operates licensed and non-licensed programs.

All licensed childcare programs shall maintain paid staffing levels that meet all state requirements as defined by the New Jersey Office of Licensing and/or the New Jersey Department of Health's Youth Camp Requirements.

Non-licensed program operations, unless defined by other local, state or federal law, shall maintain paid staffing levels that shall not exceed a staff to youth ratio of 1:20.

BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY

SUPERVISION AND FACILITIES POLICY

SUPERVISION

Boys and Girls Clubs of Lower Bergen County is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

RESTROOM USAGE

Boys & Girls Clubs of Lower Bergen County is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Club will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

RESTROOM MONITORING

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility.

All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility.

Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

FACILITY CONDITION

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs and stairways shall be monitored, maintained, well-lit, clean and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.

Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage

to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

FOOD AND DRINK

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY

TECHNOLOGY ACCEPTABLE USE POLICY

Boys & Girls Clubs of Lower Bergen County is committed to providing a safe use of technology and online safety for members, staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: Boys & Girls Clubs of Lower Bergen County reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language or images typed, posted or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection: Boys & Girls Clubs of Lower Bergen County reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Lower Bergen County reserves the right to inspect and/or review personally owned devices that are brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of Lower Bergen County reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club's internet service.

Loss and damage: Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Parental notification and responsibility: While the Boys & Girls Clubs of Lower Bergen County Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs (of Lower Bergen County) to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Lower Bergen County Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs of Lower Bergen County Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

STAFF AND VOLUNTEER USAGE

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include any and all staff-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club Purposes include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they aren't sure of the permissibility of a particular use of technology prior to engaging in that use.

Authorized use: Personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Appropriate use: Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: Boys & Girls Clubs of Lower Bergen County reserves the right to monitor, inspect, copy and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may disciplinary action up to and including termination

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement. Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or sexual content or disrespectful language or images typed, posted or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she must cease the activity immediately.

Staff must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or wellbeing of the Club, Club staff, Club members or community is subject to disciplinary action. Examples of cyberbullying include but are not limited to:

- Harassing, threatening or hurtful text messages, emails or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Use of embarrassing pictures, videos, websites or fake profiles.

Communication with Club members: Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.

Monitoring and inspection: Boys & Girls Clubs of Lower Bergen County reserves the right to monitor, inspect, copy and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may be subject to disciplinary action up to and including termination.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of Lower Bergen County reserves the right to monitor communication and internet traffic and to manage, open or close access to specific online websites, portals, networks or other services. Staff must follow Club procedures to access the Club's internet service.

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of any staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.

Disallowed apps and/or websites: This organization does not allow staff to access apps and/or websites that are not work related, may distract from work and/or supervision of children, and are inappropriate during work hours.

BOYS & GIRLS CLUBS OF LOWER BERGEN COUNTY

TRANSPORTATION POLICY

Boys & Girls Clubs of Lower Bergen County is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Clubs of Lower Bergen County only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

DRIVERS:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

VEHICLE

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.

- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

SHARED-USE RESTROOMS

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

ACCIDENT OR EMERGENCY PROTOCOL

- Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
- Staff shall immediately inform Club leadership if a staff member, volunteer or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.

Boys & Girls Clubs of Lower Bergen County

Video Surveillance Policy

Boys & Girls Clubs of Lower Bergen County uses video surveillance equipment to:

1. Promote the safety and security of Club Members, Staff and Visitors;
2. Protect Club property;
3. Deter and prevent criminal activities, and
4. Enforce Club rules.

Video recordings of actions may be used as evidence in any disciplinary action, administrative proceeding, and/or for criminal proceedings arising out of the conduct on Club property. Club Members, Staff and Visitors will have no expectation of privacy while on Club property in areas that have video surveillance.

Only individuals authorized by the CEO shall have access to video surveillance while they are in operation. Access to stored video electronic data is restricted for internal use only and shall not be shared unless compelled to by a court order or at the request of law enforcement.

All Club video surveillance records are not collectively deemed to be Member records or public records, except upon approval as noted above.